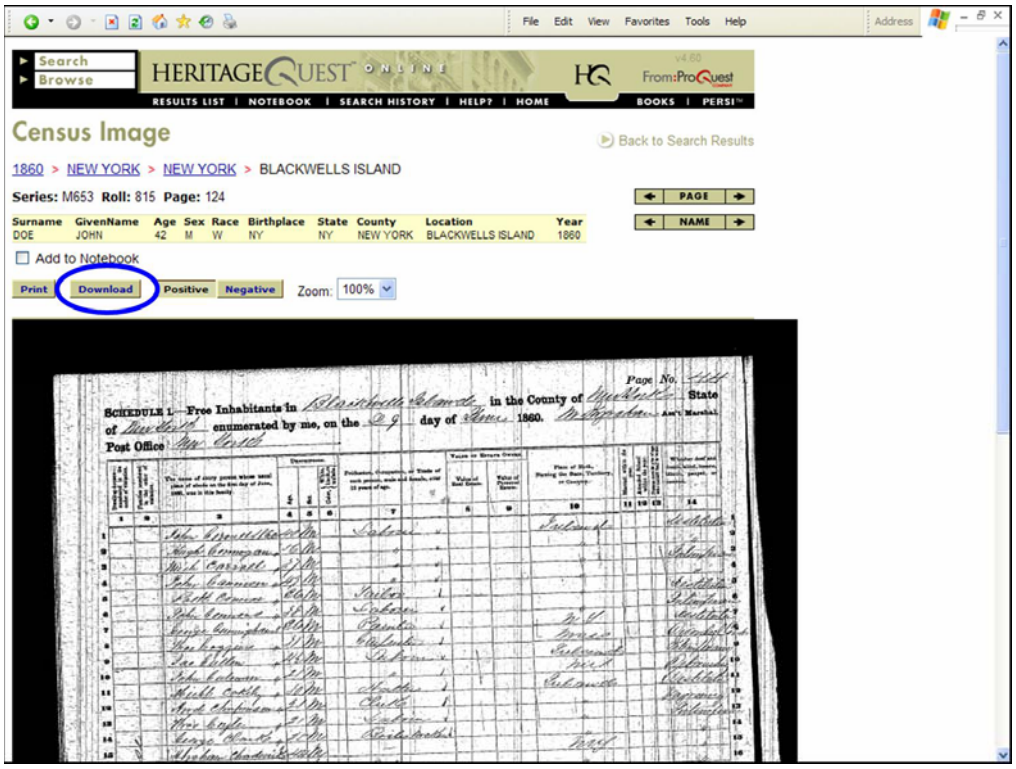
Printing Enlarged Census Images with Adobe Reader, version 7.x

Note: To get the best results when printing census page images from HeritageQuest Online, you must have Adobe Reader installed on your computer. These detailed, step-by-step instructions are for Reader version 7.x and above.

To print a copy of the entire census page (image) you are viewing, you can use the standard Print button [Print] within the HeritageQuest Online interface. However, you may obtain better results by selecting sections of the page and printing these sections from within Adobe Reader. Follow these steps:

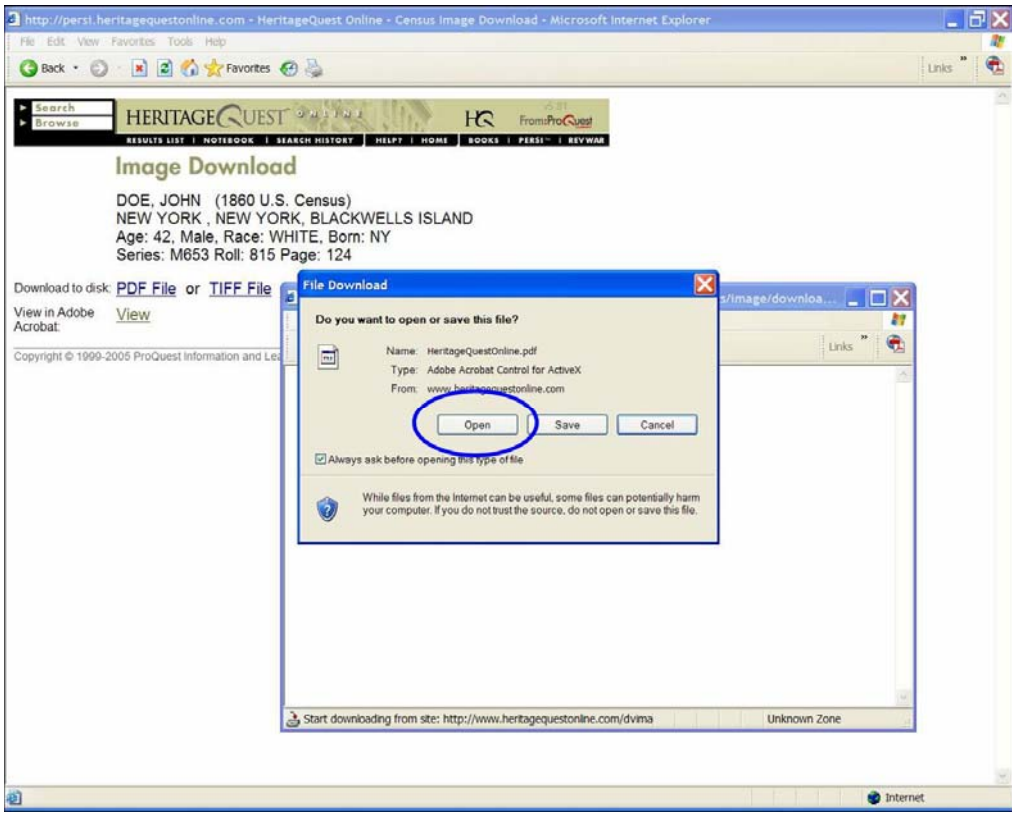
1. Begin by making sure you are viewing the census image you want to print.

2. **Click on the Download button** just above the census image (see circled area below):

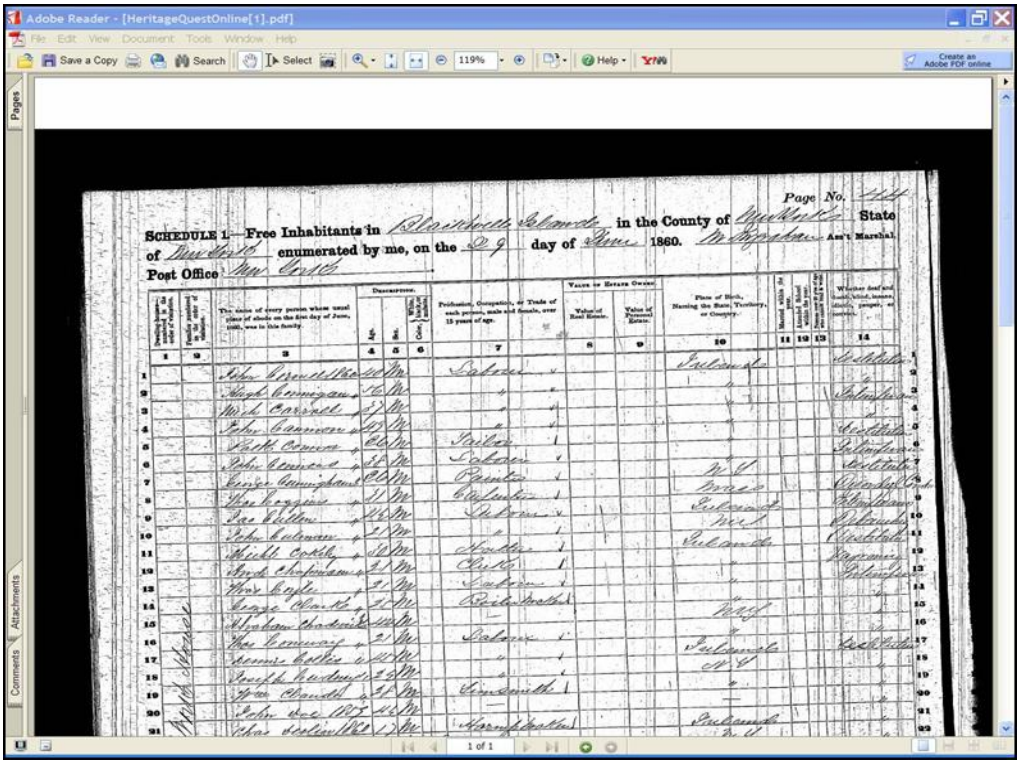


3. To view the census image in Adobe Reader (or Adobe Acrobat), **click on the View link** (see circled area below):

4. The File Download window *may* appear, asking "Do you want to open or save this file?" If it does appear, **click on the Open button** (see circled area below). Otherwise, go to step 5.



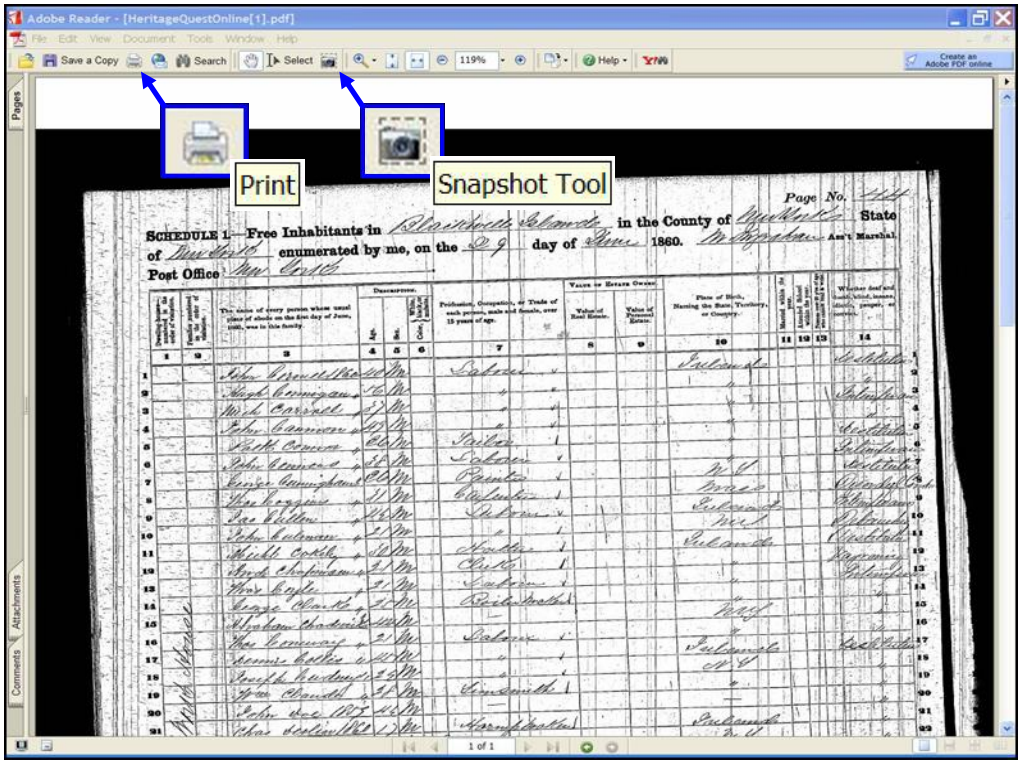
5. You should now see the census image within the Adobe Reader plug-in application (which is also within the browser window), as shown below. You may need to maximize the window size to improve your view.



6. To print a section of the census image and make it larger and more readable on paper:

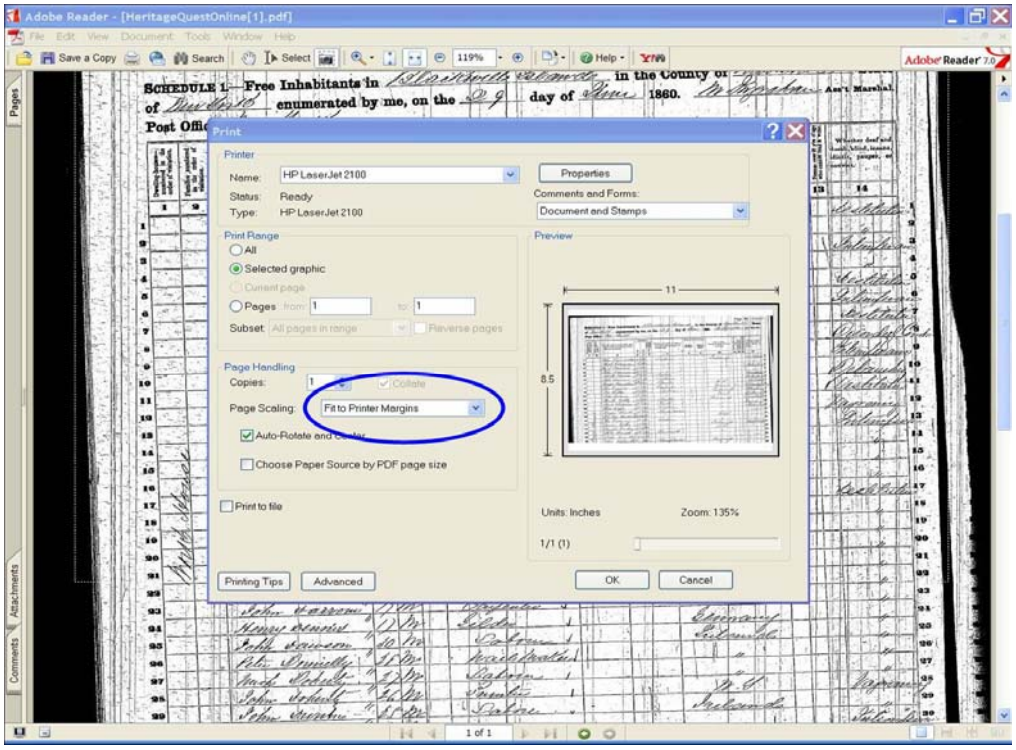
   a. **Click on the Snapshot Tool button**. (See enlarged icon below; the exact location of the tool button may vary.) Then, by holding down the left mouse button, click and drag the crosshair pointer ⊹ to select a section of the census image to print. You will see a thin dotted box around the section of the image you have selected. A pop-up window will announce that, "The selected area has been copied to the Clipboard." Click the OK button. (You can disable the pop-up window in the future by clicking on the box next to the words, "Do not show this message again.")

   b. When you have selected an area to print, **click on the Print button** in Adobe Reader. **Caution:** Do not click on the browser's Print button, which is usually found near the top of the window. (Depending upon how you have Adobe Reader configured, the browser tool buttons may or may not appear at the top of the window.)



c. The Print dialog box will appear. For Page Scaling, select **Fit to Printer Margins** in the drop-down list (see circled area below). The selected section of the census image will expand to fit the selected paper size as shown in the Preview pane.

The Auto-Rotate and Center check box should be automatically checked. If not, click on the box.



d. Set the print options in the Print dialog box:

   - To change the page layout orientation (when necessary), click the Properties button on the Print dialog box. Within the Properties dialog, select **Landscape** instead of **Portrait** orientation. Click the OK button.
   - If **legal size** paper (11" x 14") is available, click the Properties button on the Print dialog box. Within the properties dialog, select legal paper size (or in some cases, click on the Advanced button *within* the properties dialog box and select the legal paper size.) Click the OK button(s).

e. You should be back to the Adobe Reader Print dialog box. When you are ready to print, click the OK button in the dialog box**.**